



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,400 - \$5,508

ENFORCEMENT BRANCH HEADQUARTERS

SACRAMENTO

MULTIPLE POSITIONS

RESPONSIBILITIES: Under the supervision of the Staff Services Manager I, or designee, this position will apply specialized laws; rules, regulations, and procedures required to effectively complete assignments related to the Insurance Fraud Grant Programs for Disability and Healthcare, Organized Automobile, Automobile, Workers' Compensation, and Life and Annuity Consumer Protection. The incumbent will work with various District Attorneys, Allied Law Enforcement, Enforcement Branch staff, and various CDI staff to obtain information, review and analyze multiple sources of data, and produce reports and charts, and/or make presentations to executive and division management and the legislature. Engages in complex research and policy analysis of legislation and regulation affecting insurance fraud; makes recommendations to the Enforcement Branch management and/or Executive staff concerning legislation and insurance fraud trends. This position may require travel via public and/or private transportation (i.e. airplane, automobile, etc.) including some overnight travel throughout the state of California. ***Fingerprinting and background check are required. Free Parking! Close to Light Rail!***

DESIRABLE QUALIFICATIONS:

- Strong analytical and problem solving skills;
- Excellent written and verbal communication skills;
- Demonstrated ability to take initiative and work independently;
- Demonstrated ability to produce accurate and professional reports, charts and correspondence;
- Strong skills in Microsoft Computer Applications (i.e., Outlook, Word and Excel, PowerPoint a plus);
- Excellent interpersonal skills and demonstrated ability to develop effective working relationships with the public, elected officials and their staff, and departmental employees;
- Ability to handle multiple responsibilities;
- Excellent organizational skills and ability to meet strict deadlines;
- Ability to give effective oral presentations;

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus,***

12/9/13 EMC

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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reemployment, reinstatement, transfer, or list eligibility) on the state application.

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "AGPA, PSN # 413-189-5393-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be **postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3310 or email eva.crew@insurance.ca.gov

FINAL FILING DATE: December 24, 2013 by 5 p.m., Close of Business

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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